



City of Asheville

Request for Qualifications (RFQ): Phase I/II Environmental Assessment(s) for 300 Merrimon and Asheland Ave.

To All Interested Parties

Date: March 21, 2016

Pursuant to Chapter 143, Article 3D, Procurement of Architectural, Engineering, and Surveying Services, of the North Carolina General Statutes, the City of Asheville Community and Economic Development Department, seeks to contract with one Firm to provide Phase I and if required, Phase II environmental assessment services for two parcels owned by the City of Asheville: 300 Merrimon Avenue and Asheland Avenue. The City is looking for a Firm whose combination of experience and expertise will provide timely, cost-effective and quality driven professional services to the City.

I. GENERAL PROJECT INFORMATION AND BACKGROUND:

The City of Asheville is investigating two sites for potential redevelopment. The two lots, 300 Merrimon Avenue (PIN 9649-35-6569) and Asheland Avenue (PIN 9648-27-7460), both require a Phase I environmental assessment, with the possibility of Phase II work required on one or both sites. (Note: the City is aware of a former gas station located on 300 Merrimon Avenue, which will require a Phase II study.)



(Left) 300 Merrimon Avenue, PIN #9648-27-7460, 14,735 square feet; (Right) Asheland Avenue Property, PIN #9648-27-7460, 47,480 square feet. (NOTE: 300 Merrimon Avenue will require Phase II study; the City is aware of a former gas tank on site.)

The City is seeking to obtain a Phase I environmental assessment for both sites with a full report generated as deliverable.

II. RFQ SCHEDULE AND STATEMENT OF QUALIFICATION FORMAT:

Issuance of RFQ	March 21, 2016
Questions due by:	March 30, 2016
Addenda Posted By	April 1, 2016
Statement of Qualifications Due:	5 PM EST Friday, April 8, 2016
Selection / Negotiations:	April 18-29, 2016
Estimated Contract Start Date:	May 10, 2016
Estimated Contract Completion Date:	June 30, 2016

Responses: Statements of Qualifications and/or questions shall be submitted **electronically** to the following contact:

Chris Hnatin, chnatin@ashevillenc.gov; (828) 259-5728
City of Asheville
Community and Economic Development Dept.
PO Box 7148
Asheville, NC 28802

Any addendums to this RFQ will be posted at: <http://www.ashevillenc.gov/bids>
It is the responsibility of all firms submitting qualifications to check this website for any addendums prior to submission. No questions will be answered after the date specified.

III. SUBMITTAL REQUIREMENTS:

- Interested firms with relevant experience and qualifications should submit **electronically** to the contact above **(1)** letter of interest with their Statement of Qualifications (SOQ).
- If applicable, firms should briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the RFP number and Firm's name on the cover and shall be clearly titled "Redacted Copy." The Redacted Copy shall be provided at the same time Firm submits the Proposal and must only exclude or obliterate those exact portions that are claimed confidential, proprietary, or trade secret. Firm shall be responsible for defending its determination that the redacted portions of its documents, data or records are confidential, trade secret or otherwise not subject to disclosure. Further, Firm shall protect, defend, and indemnify the Legislature for any and all claims arising from or relating to Firm's determination that the redacted portions of its proposal are confidential, proprietary, trade secret or otherwise not subject to disclosure. **If Firm fails to**

submit a Redacted Copy with its reply, the City may produce the entire documents, data or records submitted by Firm in answer to a public records request for these records.

- Each Firm is solely responsible for the timely delivery of its proposal.

III. SCOPE OF CONSULTANT SERVICES:

The Scope of Services will include a Phase I environmental assessment for both sites requiring a full assessment report generated for each site, as deliverables.

If a Phase II is required, the needs for a Phase II must be addressed in the Phase I report. At the City's discretion it may enter into negotiations with the Firm to revise the scope of additional services required.

IV. CONTENT REQUIREMENTS FOR THE STATEMENT QUALIFICATIONS

1. Firm Experience and Qualifications:

- a. Describe the Firms' unique qualifications as they pertain to this project.
- b. Include a description of the firm including your in-house capabilities and any outsourcing services anticipated. Information should include firm history, names and credentials of principal officers of the firm, location of home and branch offices, honors and awards (if any) and areas of specialization (if any).

2. Key Professionals:

- a. Identify the key members of your team that would be **directly** involved in the project and list their certifications and area of expertise and what role they will perform.
- b. Identify the Project Manager who will be responsible for the execution of work and ensuring that adequate personnel and other resources are made available for the project, and who is responsible for the quality and timeliness of the Consultant's performance. Include a brief resume indicating North Carolina professional registration (if applicable), experience, and qualifications as it specifically pertains to this project.
- c. Provide the percentage of the project manager's time that will be spent on the project.

3. Relevant Projects / References: List any contracts, currently in progress or performed in the past 5 years comparable to this RFQ, as follows:

- a. List only projects involving current staff, indicate which team members were actually involved in the project and specify their role.
- b. List projects in date order with the newest projects listed first.
- c. List a maximum of 4 relevant projects.
- d. Describe in detail the services your firm provided and the outcome of the project (On-time, On-budget, the number of change orders issued)
- e. Provide the client name for whom services were provided and the

appropriate individual who may be contacted as a representative of each client (include phone number, email and address of contact)

4. Project Understanding and Approach:

- a. Provide a description of your understanding of the scope of work and how you will accomplish the project.
- b. Provide a schedule with milestones and durations for each work item.
- c. Discuss any anticipated challenges.

5. Unit Pricing:

Provide unit pricing for all team members

6. Minority Business Participation:

It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. If applicable, provide a statement indicating how you will perform minority outreach for this project. The selected firm is asked to provide documentation indicating their outreach efforts.

7. City Requirements:

- a. Provide a statement of any legal judgments against your firm within the last 5 years associated with project performance or professional liability. Upon request the Firm shall provide clarification of the judgment.
- b. The selected firm must have the financial ability to undertake the work and assume the liability along with an adequate accounting system to identify costs chargeable to the project.
- c. The specific individuals and sub-consultants listed in the proposal and assigned to key positions shall not be removed or replaced without the prior written approval of the City.
- d. The selected Firm shall be subject to the following terms and conditions:
 - E-Verify Employer Compliance: The Selected Firm and their subcontractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must comply with E-Verify requirements to contract with governmental units. E-Verify is a Federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law. E-verify can be accessed via this link: <http://www.uscis.gov/e-verify/employers>
 - DRUG FREE WORK POLICY: The City of Asheville is a drug-free workplace

employer. The Asheville City Council has adopted a policy requiring city construction and service contractors to provide a drug-free workplace in the performance of any city contract. This policy may be viewed at:

<http://www.ashevollenc.gov/Departments/Purchasing/DrugFreeWorkPolicy.aspx>

By submitting a proposal, a prospective primary vendor certifies that it and all sub-vendors will comply with the City of Asheville drug- free workplace requirement. A false certification or the failure to comply with the above drug-free workplace requirements during the performance of contract shall be grounds for suspension, termination, or debarment.

- **IRAN DIVESTMENT ACT CERTIFICATION:** By submitting a proposal, the Firm certifies that, as of the date of submission, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 143-6A-4. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 143C-6A-5(b), Firm shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.
- **Ownership of Work Products**
The City shall have exclusive ownership of all intellectual property rights in all designs, plans and specifications, documents and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFQ (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

V . EVALUATION AND SELECTION PROCEDURE:

City staff in the Community and Economic Development Department will evaluate the proposals. Selection will be with the best qualified Firm as determined solely by staff based on the best overall statement of qualifications that is in the best interest of the City. The City will enter into contract negotiations with this firm, if negotiations fail, the City will terminate such negotiations and enter into negotiations with the next best qualified Firm. The selection committee may elect to short list the firms and conduct written or oral discussions as necessary to determine the best qualified Firm. Evaluation will be based on, but not limited to, the following criteria:

- a. Qualifications Of The Firm and Personnel
- b. Relevant Experience Of The Firm and Key Members
- c. Project Approach
- d. Past performance
- e. References
- f. Ability to meet City requirements
- g. Schedule
- h. Unit Pricing
- i. Participation Of Local /Or Minority Vendors
- j. Demonstrated Understanding Of Applicable Testing Requirements As Established By Industry Standards And State/Local Agencies.
- k. Overall Technical Abilities
- l. Strength of Project Management
- m. Examples of previous work

VI. City of Asheville terms and conditions of the proposal:

- The City reserves the right to
 - Modify or cancel the selection process or schedule at any time.
 - Waive minor irregularities.
 - Reject any and all responses to this RFQ and to seek new submittals if it is in the best interest of the City to do so.
 - Seek clarification or additional information from responding firms as it deems necessary to the evaluation of the response.
- This Request does not obligate the City to enter into an agreement or pay any costs incurred by firms in preparation and submission of a statement of qualifications.
- Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each firm must take the following precautions: (a) any trade secrets submitted by the firm should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each firm agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to

assist in the evaluation process. Furthermore, each firm agrees to indemnify, defend and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the firm has designated as a trade secret, including the retention of legal counsel and payment of reasonable attorney fees. Any firm that designates its entire proposal as a trade secret may be disqualified from consideration.

- Firms responding to this request are notified that City policy, adopted by City Council Resolution No. 93-139, prohibits the City from entering into contracts with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.

This project is being advertised via the City of Asheville's Purchasing and Contracting website at <http://ashevillenc.gov/bids>.